
Department of Veterans Affairs (DVA)

Agency: 305

Audit Report: 2004 Statewide Accountability Report

Finding Number: 04-14

Finding: The Department of Veterans Affairs paid conference meal and lodging costs that were not in compliance with state law.

Resolution: The Department has developed a detailed procedure that outlines the process for conducting training conferences from initial planning through execution to final closeout and payment. This procedure includes a step-by-step checklist to guide any manager through the process and provide a means to journalize their actions. The procedure also includes a requirement for a preconference meeting with managers from the sponsoring program and appropriate contracting, budget and accounting staff to ensure early and open communications between all parties. The Conference Checklist was completed and the first pre-conference meeting held on January 7, 2005, with all managers who plan conferences.

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